



ASIL DISCUSSION PAPER SERIES: GENERAL OVERVIEW AND SUBMISSION GUIDELINES

01 JULY 2008

From explaining the international law behind the headlines and international and foreign policy debates to analyzing the conceptual underpinnings and contemporary practice of international law, ASIL informs legal professionals, policymakers, media outlets, and others around the world of the very latest developments in the field through its many resources and publications.

The ASIL Discussion Paper Series, launched in 2008 under the auspices of ASIL Programs, is a collection of research papers by leading international law practitioners and scholars that identifies and examines key issues of international law and their international and foreign policy implications in eight areas: human rights and humanitarian law, international development, international security, reform of international institutions and organizations, science, technology and the environment, trade and investment, transnational litigation and arbitration, and women in international law.

This document provides an overview of the ASIL Discussion Paper Series. It is intended to assist authors in identifying and proposing topics, drafting papers, and submitting drafts for publication.

INTRODUCTION

The ASIL Discussion Paper Series disseminates the cutting-edge research and analysis of ASIL members, staff, and other international law experts in order to facilitate a better understanding of the international relations and foreign policy dimensions of timely issues of international law and practice.

The Series aims to identify and examine timely issues of law and practice; apply the best and most up-to-date research to help understand these issues; and explore the implications of this research for the formulation and implementation of policy.

Publication of discussion papers may be accompanied by a roll-out event at ASIL's Tillar House or other venue. They may also be presented at external conferences and developed for other ASIL publications such as the Studies in Transnational Legal Policy monograph series.

Papers may be drafted by ASIL members and staff. Tillar House Sabbatical Fellows will be required to complete at least one paper while in residence. ASIL also welcomes papers from recognized experts external to the organization.

IDENTIFYING DISCUSSION PAPER TOPICS

Topics for ASIL Discussion Papers should address, but are not necessarily limited to, at least one of the following eight focal areas of international law: human rights and humanitarian law, international development, international security, reform of international institutions and organizations, science, technology and the environment, trade and investment, transnational litigation and arbitration, and women in international law.

Other international and transnational law related topics, such as law and diplomacy, transnational crime and corruption, law of the sea, migration, and the international rule of law, will also be given consideration on a case by case basis.

Authors may wish to consult with ASIL Programs staff or the Executive Director to confirm that paper topics fulfill basic requirements before submitting a formal proposal.

PROPOSING DISCUSSION PAPER TOPICS

Authors wishing to contribute a paper to the Series should complete a Discussion Paper Submission Form available from ASIL Programs staff or online at ASIL.org:

Proposal forms should be submitted to ASIL Programs and include a discussion of:

- What legal issue/problem/question is being researched
- What policy implications the issue/problem/question raises
- What methods are used to analyze the issue/problem/question
- What are the key results/findings and relevant policy recommendations
- What relationship does the topic have to ASIL's mission, programming, and focal areas

ASIL will review all publication proposals and consult with authors to develop each paper topic. Final decision on the proposal is made by the ASIL Program Director in consultation with staff and experts drawn from the ASIL membership.

Papers that have been presented at conferences or workshops already may be submitted for publication. However, the Series will not include papers that have been published in journals and other periodicals.

DISCUSSION PAPER STRUCTURE AND FORMAT

Discussion Papers may vary in length from 25-50 single spaced pages using Times Roman 12 font with full spaces between each paragraph.

Submissions should be in MS Word (.doc) format with no commenting or editing restrictions. The papers must be in English.

Each paper should consist of the following elements:

- Executive Summary and Brief Abstract
- Table of contents
- Text
- Recommendations
- Footnotes

The following elements are recommended but not required:

- Appendices
- Short Bibliography
- Tables, Graphs, and Maps

DRAFTING GUIDELINES AND STYLE ISSUES

When drafting discussion papers for publication, authors are reminded to:

- Write in clear, concise, and grammatically correct sentences.
- Avoid lengthy paragraphs. Short paragraphs of 2-4 sentences work best in this format.
- Cite to primary and secondary source, where appropriate, using the most recent rules and standards set forth in “A Uniform System of Citation”, the so-called *Bluebook*.
- Paraphrase lengthy quotations whenever possible. Quotations of 50 words or more, in accordance with *Bluebook* style, are set in both text and notes as block quotations.

Discussion Paper authors should also follow the Author Style Sheet for the American Journal of International Law available online at: <http://www.asil.org/pdfs/AJILStyleSheet9-10-04.pdf>. These style guidelines should be followed in conjunction with the Chicago Manual of Style.

While citation to primary and secondary source materials is necessary, discussion papers do not require the level of citation found in academic and scholarly journals. Discussion papers should not be heavily footnoted.

Only final drafts will be accepted for the final stages of publication, including editorial review and factual verification. Drafts lacking adequate citation as well as those with missing sections of text will be returned to the author with guidance for additional work.

EDITORIAL REVIEW AND FACTUAL VERIFICATION

Each discussion paper submitted to ASIL will undergo basic editorial review by ASIL staff and one external peer reviewer selected from the ASIL membership. Editorial review of the draft

paper will involve general copy-editing. Substantive commentary and suggestions may also be provided.

Although ASIL relies on authors to ensure the factual and academic integrity of their work, individual papers may also be lightly fact-checked using available resources in order to verify that names, dates, titles, and other factual information are accurate. Direct quotations may be checked for fidelity to source.

All edits and related queries will be brought to the attention of the author prior to publication. Authors are requested to respond to approve edits and respond to queries in a timely fashion.

ASIL reserves the right to deny or delay publication of draft discussion papers if it is not satisfied with the overall quality of the work or the responsiveness of the author.

Authors are expected to assume the costs of the research and drafting. No funding grants are available at the present time.

PUBLICATION AND DISSEMINATION

The ASIL Discussion Paper Series is principally an electronic resource. ASIL will publish discussion papers by posting them to the ASIL.org website where they will be available for the public to download.

In addition, publication of discussion papers will be announced to ASIL members via *IL.post* along with a brief description of the paper and a link to the paper online. Similar announcements will also be communicated to policymakers, representatives of international organizations, and the NGO community. Mass media outlets and journalists will receive notice of new discussion papers as well.

A limited number of hardcopies will be printed and made be available at relevant ASIL events, including any roll-out events featuring the author that may be organized.

The Discussion Papers will be copyrighted as an ASIL publication. Authors may also release the published paper in other outlets (e.g. a departmental series, an external series, or personal web page, including a SSRN site.) as long as due acknowledgement is made to ASIL and to the Discussion Paper Series.

CONTACT INFORMATION

For more information, please contact ASIL Programs (outreach@asil.org)